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MARADMIN 511/21

MSGID/GENADMIN/CMC WASHINGTON DC MRA//

SUBJ/TEMPORARY INCREASE TO 2021 BASIC ALLOWANCE FOR HOUSING IN CERTAIN LOCATIONS//

REF/A/DOC/USC/20210801//

REF/B/DOC/OSD(C)/20210801//

REF/C/DOC/OSD(MRA)/20210921//

REF/D/DOC/DASN(MMP)/20210924//

REF/E/DOC/MRA(MIO)/20080819//

NARR/REF A IS SECTION 403(B)(7) OF TITLE 37, UNITED STATES CODE.

REF B IS DOD 7000.14R, CH 26 OF DOD FINANCIAL MANGEMENT REGULATION,

PARAGRAPH 260505.C. REF C IS DEPUTY ASSISTANT SECRETARY OF

DEFENSE FOR MILITARY PERSONNEL POLICY ACTION MEMO, TEMPORARY

INCREASE IN BASIC ALLOWANCE FOR HOUSING RATES FOR MILITARY HOUSING

AREAS EXPERIENCING ABNORMAL RENTAL COST INCREASES DUE TO

CORONAVIRUS 2019. REF D IS DEPUTY ASSISTANT SECRETARY OF THE NAVY

MILITARY MANPOWER AND PERSONNEL MEMORANDUM, DELEGATION

AUTHORITY

TO APPROVE REQUESTS FOR 2021 TEMPORARY INCREASE IN BASIC ALLOWANCE FOR HOUSING RATES FOR MILITARY HOUSING AREAS EXPERIENCING ABNORMAL

RENTAL COST INCREASES DUE TO CORONAVIRUS 2019. REF E IS THE

MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS

USER MANUAL//

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GENTEXT/REMARKS/1. Purpose. To announce the 2021 temporary Basic

Allowance for Housing (BAH) increases for specified Military

Housing Areas (MHA), and to establish the process and procedures

for the administration of this authorization.

2. Background. Per the references, on 13 March 2020, the

President declared a national emergency due to the Coronavirus

2019 (COVID-19) pandemic. The pandemic has caused a shortage of

available housing and unusually large spikes in median rental

housing costs in some MHAs (an average of ten percent or more

across different types of homes), which has made it especially challenging for Marines and their families in the 56 specified MHAs to find housing in the vicinity of their duty station at an affordable cost.

3. Payment period. The payment period for the temporary BAH increase is from 1 October 2021 through 31 December 2021.

4. Effective 1 October 2021, the temporary BAH increase goes into effect for specified MHAs. The temporary BAH increase is only payable to a Marine who is eligible, who submits a request with supporting documentation for the increase, and the request is approved by his/her commander.

5. Eligibility. Marines are eligible for temporary BAH increase if they meet the following criteria:

5.A. On active duty,

5.B. Entitled to basic pay and BAH with or without dependent rate,

5.C. Authorized BAH in one of the specified MHAs, and

5.D. Incurs monthly authorized housing expenses in excess of the BAH rate for a least one calendar month during the qualifying period (defined in paragraph 8.C.).

6. Deadline. Request for temporary BAH increase must be submitted no later than 1 March 2022.

7. Approval authority. Commanders in the rank of colonel are delegated the authority to approve or disapprove individual requests for temporary BAH increase for Marines who are permanently assigned to their command in specified MHA. This authority cannot be delegated below this level without approval from DC M&RA. This delegation of authority expires on 31 March 2022.

8. Coordinating instructions.

8.A. Authorized housing expenses. Authorized housing expenses are monthly rent, monthly mortgage (includes mortgage insurance, homeowners insurance, and residential property taxes), and monthly utilities (includes electricity, heating fuel, water, and sewer) from a residence occupied and rented or owned by the Marine and/or his/her dependents. Marines using increased utility expenses or residential property taxes (for homeowners) as the basis for their temporary BAH increase must justify how such increases are a

direct result of the COVID-19 pandemic. For example, the delivery fee increased for propane gas due to supply-chain issues during COVID or a consumption tax was imposed during COVID by the local power company due to shift in demand and usage, or electric or natural gas bill increased (outside of seasonal variation) as consumption increased due to spending more time at home during lockdown or teleworking. Another example, residential property taxes increased when the assessed value of the owner's property was raised by comparable sales in a suburb that experienced a large net increase of people moving into the area during the pandemic.

8.B. Unauthorized housing expenses. Unauthorized housing expenses are expenses not listed in paragraph 8.A. Examples of unauthorized expenses are security deposits, pet deposits, utility service deposits, phone expenses, internet and cable service fees, trash collection fees, renter's insurance premiums, personal property taxes, landscaping and tree removal fees, maid and house cleaning services fees, home appliance costs, furniture costs, moving costs, home repair cost, maintenance cost, and improvements costs, homeowner insurance deductibles, mortgage protection insurance premiums, homeowner association fees, adding extra dollars to the minimum mortgage payment, etcetera.

8.C. Qualifying period. Authorized housing expenses may be established using documentation of expenses incurred from 13 March 2020 through 31 December 2021. For example, a Marine who entered a lease agreement for an apartment in June 2021, where the monthly rent exceeds the current BAH rate, may use that agreement to establish eligibility for the temporary BAH increase that became effective 1 October 2021.

8.D. Retroactivity. Eligibility for payment is retroactive to the first month where authorized housing expenses are established, but no earlier than 1 October 2021. For example, if documentation of authorized housing expenses is provided to the O-6 commander in November 2021 for expenses covering October 2021, the Marine shall be paid the temporary BAH increase for October.

8.E. Duration. Once a Marine establishes eligibility for the temporary BAH increase, eligibility continues through 31 December

2021 or discharge from active duty, whichever occurs earlier. If a Marine's BAH status change occurs (i.e. promotion, demotion, dependent change) that affects the Marine's BAH rate, the Marine is required to re-apply for the temporary BAH increase to determine whether they still meet the eligibility requirements in paragraph 5 based on their status change. There is no requirement to submit documentation of housing costs in excess of BAH rate for each of month in which the temporary BAH increase is received. The Marine must continue to reside at the residence location approved for temporary BAH increase to continue receiving it. Any change in residency location will require a new request be submitted to the commander to determine eligibility for temporary BAH increase at the new residence.

8.F. BAH at dependent location. In some instances, a Marine's BAH rate is based on his/her dependent location rather than the Marine's permanent duty station (PDS) (e.g. designated place in United States, advanced travel of dependents, or delayed dependent travel). If dependent location is in a specified MHA and the other eligibility requirements in paragraph 5 are met, the Marine may request a temporary BAH increase.

8.G. BAH at previous PDS. In some instances, a Marine's BAH rate is based on the previous PDS, such as when a low or no cost (close proximity) move was executed to the current PDS. If the previous PDS, is in a specified MHA and the other eligibility requirements in paragraph 5 are met, the Marine may request a temporary BAH increase.

8.H. Dual military couples. Dual military couples may be eligible for temporary BAH increase. Couples residing in separate households at different physical locations in a specified MHA should apply separately for the temporary BAH increase. Couples residing in a common household in a specified MHA are eligible for temporary BAH increase only if their monthly housing expenses exceed their combined BAH.

8.I. Roommates. Marines residing in the same residence in a specified MHA are eligible for temporary BAH increase only if the quotient (i.e., the total monthly housing expense divided by the number of authorized occupants) exceeds the individual BAH rate

for the authorized occupant. Authorized occupants are occupants whose name is on the lease agreement.

9. Scenarios.

9.A. Situations that shall warrant approval of request for temporary BAH increase. Other situations not listed below may warrant approval.

9.A.1. Marines who have relocated on or after 13 March 2020 to a specified MHA and incurred authorized housing expenses that exceed their BAH rate at the new PDS.

9.A.2. Marines who have renewed a lease on or after 13 March 2020 and incurred authorized housing expenses that exceed their BAH rate at the PDS located within a specified MHA.

9.A.3. Marines who are assigned to a PDS within a specified MHA, who relocated within the MHA on or after 13 March 2020, and incurred authorized housing expenses that exceed their BAH rate. For example, a Marine moved out of a rental property and into another rental property or into a residence he/she purchased.

9.A.4. Marines who are assigned to a PDS within a specified MHA, who established a long-term lease agreement or mortgage payment rates in excess of BAH rates prior to 13 March 2020, and who incurred increased utilities expenses (outside of seasonal variation) or increased residential property taxes on or after 13 March 2020 as a direct result of the COVID-19 pandemic.

9.B. Situations that shall warrant disapproval for temporary BAH rate increase. Other situations not listed below may warrant disapproval.

9.B.1. Marines who are not authorized BAH in a specified MHA.

9.B.2. Marines whose authorized housing expenses are less than or equal to their BAH rate since 13 March 2020.

9.B.3. Marines that have not incurred increased housing expenses in excess of their BAH rate on or after 13 March 2020. For example, Marines in long-term lease agreements or established mortgage payment rates in excess of BAH rate prior to 13 March 2020.

9.B.4. Marines that have incurred authorized housing expenses in excess of BAH rate on or after 13 March 2020 but are unable to provide supporting documentation of the expenses.

9.B.5. Marines residing in privatized military housing, government housing or the barracks.

9.B.6. Homeowners who have incurred housing expenses in excess of their BAH rate on or after 13 March 2020 as a result of refinanced mortgages, adjustable-rate mortgage, or home equity loans.

9.B.7. Homeowners who have incurred housing expenses in excess of their BAH rate for a home not occupied as a primary residence by the Marine and/or their dependent during the qualifying period.

For example, investment properties or vacation homes owned by the Marine but not occupied by the Marine as a primary residence.

10. Process for submitting requests.

10.A. Marines who meet the eligibility in paragraph 5 may submit a request to their O-6 commander. A request template can be downloaded at <https://www.manpower.usmc.mil>. Such requests must be submitted no later than 1 March 2022.

10.B. To document housing expenses noted in the request template, the request will include, at a minimum: copy of lease (only include the lease amount) or mortgage (only include monthly residential property taxes, monthly homeowners insurance, and monthly mortgage insurance), utilities (only include electricity, heating fuel, water, and sewer bill statements) and Leave and Earning Statement.

10.C. The O-6 commander will send approved request and supporting documentation to the servicing Personnel Administration Center (PAC) or local reporting unit for payment of the temporary BAH increase. The certifying personnel officer must report transaction type code (TTC) 694 000 per instructions in reference (e) to start the temporary BAH increase. The credit will post to the Marine's 901 remark in the Marine Corps Total Force System (MCTFS). The approved request and supporting documentation shall be uploaded to the Marines Official Military Personnel File by the PAC or local reporting unit for audit purposes.

11. Computation of temporary BAH Increase. The PAC or local reporting unit will compute the Marine's temporary BAH increase by subtracting the Marine's BAH rate (as shown in MCTFS) from the temporary BAH rate for the Marine's paygrade, dependent status, and MHA. The temporary rates are located on the "2021 Temporary

BAH Increase Rate” chart posted on M&RA’s website at www.manpower.usmc.mil. The dollar difference between these two rates will be reported as a credit via TTC 694 000. The temporary BAH increase is subject to proration and is paid only for the actual days a Marine resides in the qualifying quarters (e.g., moved in/out in the middle of the month).

12. Leave and Earning Statement. The temporary BAH increase payment will appear on the Marine’s monthly LES as a “COVID TEMP BAH.”

13. Process for reconsideration of request and appeal of decisions. A Marine whose requests is disapproved due to insufficient documentation may re-submit his/her request with additional supporting documents to their O-6 commander for his/her reconsideration and decision. Marines may submit an appeal of the commander’s disapproval to M&RA(MPO) via his/her O-6 commander. The Marine’s appeal must be in standard naval letter format and provide substantive information as to why the Marine believes the commander’s decision is unjust. The command will forward such requests with endorsement to MPO@usmc.mil.

14. Temporary BAH increases are not rate protected. They will expire on 31 December 2021 and be replaced by the 2022 BAH rates which are effective 1 January. It is possible that Marines will see higher or lower BAH rates than the temporary BAH increase rate they were receiving.

15. Specified MHAs. The following 56 MHAs are authorized a temporary increase in BAH. AZ014 (Fort Huachuca), AZ013 (Phoenix), AZ16 (Yuma), CA028 (Barstow/Fort Irwin), CA033 (Beale AFB), CA393 (Bridgeport), CA420 (El Centro), CA022 (Fresno), CA023 (Lemoore NAS), CA041 (Riverside), CA034 (Sacramento), CA031 (San Bernardino), CA035 (Stockton), CA032 (Twenty-nine Palms), CO046 (Colorado Springs), CT050 (Hartford), CT049 (New London), FL056 (Eglin AFB), FL423 (Fort Pierce), FL069 (Florida Keys), FL068 (Ocala), FL066 (Tampa), FL067 (West Palm Beach), GA077 (Savannah), ID084 (Boise), ID086 (Mountain Home AFB), IL335 (Springfield/Decatur), ME390 (Bangor), ME139 (Portland), MI156 (Saginaw), MO164 (Springfield), MT347 (Helena), MT175 (Malmstrom AFB/Great FLS), NC177 (Cherry Point/Morehead), NC178 (Camp

Lejeune/New River), NC186 (Wilmington), NC187 (Asheville), NJ203 (Trenton), NJ200 (Fort Monmouth/Earle NWS), NJ204 (Joint Base Mcguire-Dix-Lakehurst), NM206 (Albuquerque/Kirtland AFB), NM209 (White Sands/Las Cruces), NM210 (Santa Fe/Los Alamos), NV213 (Reno/Carson City), NV212 (Nellis AFB/Las Vegas), RI257 (Providence), TX283 (Lubbock), TX415 (Waco), UT292 (Salt Lake City), VA296 (Quantico/Woodbridge), VA297 (Hampton/Newport News), VA301 (Richmond/Fort Lee), VA368 (Dahlgren/Fort AP Hill), WA306 (Bremerton), WA308 (Port Angeles), WA310 (Spokane).

16. Temporary BAH increase rates by MHA and paygrade are available for download from the M&RA website at www.manpower.usmc.mil.

17. This MARADMIN is applicable to the Total Marine Corps Force.

18. Release authorized by LtGen David A. Ottignon, Deputy Commandant of for Manpower and Reserve Affairs.//